

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF ECONOMIC SUPPORT
ADMINISTRATORS' MEMO SERIES

DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF CHILDREN AND FAMILY SERVICES

NOTICE: 99-14

ISSUE DATE: 7/19/99
DISPOSAL DATE: Ongoing

RE: USE OF FEDERAL PARENT
LOCATOR SERVICE FOR
CHILD WELFARE
SERVICES

To: Child Support Agency Directors
County Department of Human Services Directors
County Department of Social Services Directors
County Economic Support Managers/Supervisors
Tribal Chairpersons/Human Services Facilitators
Tribal Economic Support Directors
W-2 Agency Directors
Child Welfare Agency Directors
DHFS Area Administrators/Assistant Area Administrators
DHFS/DCFS Bureau/Office Directors/Section Chiefs
County Department of Community Programs Directors
County Department of Developmental Disabilities Directors

From: J. Jean Rogers /s/
Administrator
Division of Economic Support

Susan N. Dreyfus /s/
Administrator
Division of Children and Family Services

The purpose of this Administrators' Memo is to inform all agencies of the availability of using the Federal Parent Locator Services for child welfare services cases.

In November 1997, the President signed into law the Adoption and Safe Families Act of 1997 (ASFA), Public Law 105-89, establishing permanency, safety and well-being as national goals for children in the child welfare system.

In part, AFSA amends Title IV-D, Section 453 of the Act, to authorize Title IV-B (Child and Family Services) and IV-E (Foster Care and Adoption Assistance) agencies to request information from the Federal Parent Locator Service (FPLS) to locate or facilitate the discovery of an individual who is or may be a child's parent.

The Information Memorandum issued by the federal Administration on Children and Families (ACF) on this subject emphasizes that only authorized persons may request information from the FPLS and solely for the purposes designated in the statute. Federal regulations authorize only the State Title IV-D Child Support Enforcement Agency to request information from the

FPLS. Therefore, a Title IV-B or IV-E agency must submit its request for FPLS information to the State Title IV-D agency.

SUBMISSION OF CASES MEETING AFSA CRITERION

Most cases requiring Federal Parent Locator Service will already be referred to the child support agency (CSA) upon FFP or Medical Assistance (MA) determination in out-of-home care placements. When a referral has been made to the child support agency, the CSA will provide all appropriate locate services. The child welfare agency should contact their local CSA agency in their county/tribe, if they need information on the location of a parent in these cases.

When a referral has **not** been made to the CSA, local child welfare agencies must submit to the DWD/Bureau of Child Support (BCS) the request for FPLS services. Each request must be submitted on agency letterhead and include the following parent information:

- Name;
- Date of birth;
- Social Security number, if available;
- Sex; and,
- If no Social Security number is available,
 - State or country of birth,
 - Any one of the following combinations:
 - Father's first name, father's last name and city of birth,
 - Father's first name, father's last name and mother's maiden name,
 - Mother's first name, mother's maiden name and city of birth,
 - Father's last name, mother's maiden name and city of birth.

BCS will send each request to the Federal Parent Locator Service as they are received. Information that may be made available to Title IV-B and IV-E agencies from the FPLS regarding an individual who has or may have parental rights to a child includes the following:

- Person's Social Security number,
- Person's address or location,
- Employer's name,
- Employer's address,
- Employment wages, benefits or other income.

The law prohibits the disclosure of any FPLS information on an individual if the state Title IV-D agency has placed a Family Violence (FV) indicator on an individual. Each request by the Child Welfare Agency will be checked against the KIDS database to insure that the person does not have a FV indicator in KIDS prior to submission. If an indicator is found, the request will be returned to the initiating agency with an explanation. An exception to the disclosure of information in these cases is made for a court with jurisdiction to issue an order for the support and maintenance of a child. If the court or its agent makes a FPLS request through BCS, the information will be provided to the court. The court can share this information only if it determines that further disclosure would not be harmful to the custodial party or the child.

BENEFITS OF USING THE FPLS

It is believed that child welfare agencies which use the FPLS will be able to make more informed and timely decisions about permanency. The FPLS will help workers to identify and locate absent parents who may be interested in providing a permanent home for a child in out-of-home care. Even if an absent parent is unable to provide a home for the child, ruling out this alternative soon after a child's placement into out-of-home care will allow the agency and court to move expeditiously towards adoption or another permanent placement.

SUMMARY STATEMENT: When a referral has not been made to the CSA and locate services are required, local child welfare agencies may submit a request for FPLS services to the DWD/Bureau of Child Support (BCS). Requests should be mailed to DWD/Bureau of Child Support, State Parent Locator Service, P.O. Box 7935, Madison, WI 53707-7935.

REGIONAL OFFICE CONTACT: DWD/DES Area Administrator